

WHO MAY APPLY:

Coordination of Benefit Specialist, Ref # 23628, is open to all internal and external applicants.

PLEASE NOTE: This position is being reposted with new minimum qualifications (job requirements). If you have applied previously, you **MUST** reapply again.

This position is open until filled. The State of Vermont posts vacancies for a minimum of ten business days. Positions posted as open until filled can be removed at any time after the initial ten day period. After the initial posting period, departments may begin interviewing and may close the posting without notice.

GENERAL JOB DESCRIPTION:

Coordination of Benefit activities for the Office of Vermont Health Access (ACCESS) involving recovering money from liable third parties and/ or coordinating and providing assistance for health insurance enrollment offered by employers.

Duties involve interaction with private insurers, attorneys, probate courts and employers.

Work is performed under the general direction of the Director of Coordination of Benefits.

MINIMUM QUALIFICATIONS:**Knowledge, Skills & Abilities:**

- Knowledge of Third Party Liability procedures and regulations concerning the coordination of benefits or knowledge of human resource rules and regulations.
- Maintain confidentiality regarding rules around HIPPA guidelines.
- Knowledge of medical terminology, diagnostic and procedure coding or knowledge of health insurance benefit packages.
- Knowledge to accurately process explanation of benefits or knowledge in interpreting an employer's explanation of health insurance benefit.
- Good investigational, analytical, organization and customer service skills.
- Knowledge of and ability to apply basic computer skills.
- Ability to establish and maintain effective working relationships.

Education & Experience:

Bachelor's degree;

OR

Associate's degree and two years performing administrative level duties in a health care, employment and training, or government setting;

OR

High School diploma or equivalent

Four years work experience as described above.

Note: College course work may be substituted for the experience on a semester for six months basis.

Special Note: Preference will be given to applicants with health care claims experience or experience in explaining health care benefits to employees or clients.

WORKING CONDITIONS:

Duties are performed in an office setting.

Workload usually heavy with constant need for prompt, accurate decisions.

Decisions are made independently following rules and regulations of third party liability recovery.

Private means of transportation maybe necessary to travel for trainings and/or meetings.

EQUAL EMPLOYMENT OPPORTUNITY:

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.